

Appendix H-5

DOCUMENTATION REQUIREMENTS FOR CONSERVATION INITIATIVES

IGO/Task Order

1. Cover Letter requesting an IGO/task order in accordance with the Implementation Agreement, include project name and project number; include amount of request. The amount requested should be the total amount available (amount approved by the Secretary plus the allowed contingency amount). For Inter-Agency Conservation Initiatives, the cover letter shall include an explanation of how the available funds and project tasks will be divided among the involved agencies.
2. Estimated Cost Sheets for Conservation Initiative (B-7 and B-9) For inter-agency Conservation Initiatives, each involved agency may request a separate IGO/task order; the total requested under all task orders for a single project cannot exceed the amount approved by the Secretary plus the authorized contingency.
3. Project Schedule - Planned Dates for Major Project Milestones. For inter-agency Conservation Initiatives, include a schedule & milestones for the tasks to be performed by the requesting agency, and also include a summary of the time line for completion of the project as a whole.

Partial Payment/Reimbursement:

1. Cover Letter requesting payment and attesting to compliance with the SNPLMA Implementation Agreement, the IGO/task order (include IGO/task order number), Federal Acquisition Regulations, and agency contracting and constructing policies.
2. Receipts for Necessary Expenses incurred including Contract invoices paid to date/or final invoice.
3. Agency Fiscal Records for eligible direct labor, travel, official vehicle use, and other necessary project expenses. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. If not included in fiscal records, annotate fiscal records to indicate appropriate project use of official vehicles.
4. Project Equipment Reimbursements: Requests which include costs for Project Equipment must include, (a) identification of the equipment and its project function, (b) certify the percent utilized by the project, (c) certify that Federal agency rules and regulations are being followed in managing, maintaining, securing, and inventorying the equipment, and (d) as with all direct costs provide a receipt for lease payment(s) or copy of purchase receipt. The final project reimbursement request must specify the current value of the equipment and the basis for that value determination and relate the value to the amount requested for reimbursement. In the case of leased equipment, provide certification that the lease cost was less than outright purchase and certify that the lease has been terminated or the cost transferred to another funding source. (See Appendix B, Allowed Costs, item 8, "Direct Costs for Project Equipment" for further guidance.)
5. Status/Progress Report and Inspection Report certifying satisfactory progress to date.

Final Payment/Reimbursement Upon Completion: Submit the above four items plus

1. Agency Final Status Report certifying satisfactory completion of project and receipt of deliverables.
2. Contractor, and if appropriate Subcontractor, Notice of Completion/Release of Claim.